**WHS003 WHS Objectives and Targets**

*References:*

* *AS/NZ4801:2001 OHS Safety Management Systems*

**Purpose**

The purpose of this section is to set measurable objectives and targets for the workplace to help the Centre comply with its WHS obligations that allocate responsibilities and provides indicators to measure performance. For individuals these objectives should be adjusted and incorporated into position descriptions.

**Scope**

These objectives and targets apply throughout the Centre

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| **Objective** | **Target** | **Indicator / Evidence** | **Responsibility** | **Date for Completion** |
| All staff know their WHS responsibilities, conduct themselves in a safe and responsible manner | Staff are familiar with, and operate in accordance with the Policy and Procedures Manual and their job descriptions | WHS Self Audit semi-annually to confirm the WHS System is fully implemented. | Management to implement and maintain WHSMS. Staff to assist and cooperate. | Ongoing. WHS Self Audit semi annually  Staff performance reviews annually |
| WHS–related training is a priority issue, training needs are identified and met | All staff trained in accordance with requirements of their position descriptions. | Training needs and requirements are known, training is conducted, and training records are accurate. | Management to assess needs, provide training and ensure its implementation Staff to attend training and apply. | Ongoing. WHS Self Audit semi annually  On expiry of individual staff qualifications. |
| Minimise incident frequency and severity occurring to staff and others. | Nil incidents. | Where incidents occur RTW procedures are followed and investigations undertaken | Management to maintain WHSMS plan and respond quickly to Hazard reports. | Ongoing. WHS Self Audit semi annually |
| Contractor management processes in place and implemented | Contractors provide confirmation of insurances; safe work statements Contractors receive site induction. | Documents recorded and regularly updated induction and training records where relevant. | Management to establish management procedures and ensure implementation | Ongoing. WHS Self audit semi annually  Certificates of currency annually |
| Maintain workplace WHS Management System in a current practical format | Current WHSMS implementation | Regular workplace inspections, risk assessments, staff trained, internal audits , current documentation | Management to review regularly and decide on action in consultation with staff | WHS Self Audit semi annually |
| Workplace inspections are undertaken and all items identified are rectified | Inspections monthly | Documented records | Management to review regularly and decide on action in consultation with staff | Ongoing –monthly minimum |